

SCDDSN Employee Checklist - Transdermal Medication

Employee:						
✓	off time	Consumer Initials	Reviewer	Credential	Date	
1						
2						
3						
SCORING: If the employee completes the task independently (without verbal prompts or manual assistance), place a 'Y' in the check off results column for YES. If the employee does not complete the task or requires verbal or manual guidance, place a 'N' in the check off results column for NO. An employee is not considered competent in administration of oral medications unless all items are rated as 'YES'.						
Does the employee complete all of the following steps independently?						
Item				✓ off time		
FOR TRANSDERMAL MEDICATION				1	2	3
Preparation:						
Identifies when medications need to be reordered and notifies appropriate person OR a system is in place to support the employee in re-ordering medication						
Washes hands						
Confirms the identity of the consumer using at least 2 methods of identification						
Locates Medication Administration Record (MAR) and pen						
Identifies correct medication and removes the container from locked storage space – 1st Medication Check						
Identifies the purpose of the medication						
Identifies the most common side effects of the medication						
Identifies who to contact if problems with the medication occur						
Removes the transdermal medication from the container						
Rechecks label against the MAR to ensure medication is correct and for specific directions about administration – 2nd Medication Check						
Checks the MAR to determine the date and time the current patch was applied						
Checks where the new patch/disc is to be placed and for how long						
Checks expiration date of the new patch to make sure it will not expire during time the patch is worn						
Returns the medication container to the appropriate locked storage space						
Administering the medication:						
Washes hands						
Puts on clean gloves						
Rechecks label to ensure that medication is correct – 3rd Medication Check						
Washes area where new patch will be applied with soap and water – does not use skin drying agents such as alcohol.						
Removes old patch, folds the sticky side onto itself. Places on a paper towel on counter.						
Wipes off residue left on skin from old patch. Cleanses area with soap and water and pats dry						
Writes date, time, and initials on new patch						
Checks the site where patch is to be applied to make sure it is clean, dry, not irritated and free of scratches, cuts and is hairless. (If necessary to remove hair, does so by clipping rather than shaving the area.)						
Removes the cover of the patch without touching the medicated area						
Applies the patch to designated area						
Discards old patch by placing into the package the new patch came out of and placing in						

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appropriate trash container along with paper towel.			
Removes gloves and discards according to agency policy			
Washes hands			
Describes daily monitoring process to ensure that patch is still in place			
Clean up:			
Wipes off counter			
Returns MAR to proper location			

Signatures upon successful completion:

Reviewer: _____ Employee: _____ Date: _____

SAMPLE